

INSTRUCTIONS FOR OBTAINING FORMS – GROUP & FAMILY CHILD CARE CENTERS

Child care providers are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. The majority of the forms are available from the DHFS/DCFS/BRL website at http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM (click on Forms & Publications in the red navigation bar on the left of the screen). If you do not have access to the Internet, or if the form you want is not available, a DMT-25 Forms/Publications Requisition must be completed and sent to the address below. **Only one copy of each requested form will be sent.** Forms may be reproduced as needed. Be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the “SHIP TO” area of the requisition; this information must be provided in order for the request to be filled.

Department of Health and Family Services
Division of Children and Family Services
Forms Manager
P.O. Box 8916
Madison, WI 53708-8916

FORM #	FORM TITLE	REQUIRED
CFS-0052	Vehicle Safety Inspection	Family, Group
CFS-0053	Staff Record – Child Care Centers	Family
CFS-0053A	Staff Continuing Education Record – Child Care Centers	
CFS-0054	Staff Health Report – Child Care Provider	Family, Group
CFS-0055	Accident Report – Child Care Centers	
CFS-0056	Transportation Permission – Child Care Centers	
CFS-0057	Informed Consent for Observation or Testing by an Outside Agency – Child Care Centers	
CFS-0058	Field Trip or Other Activity Notification / Permission – Child Care Centers	
CFS-0058S	Autorización / Notificación de Excursión Escolar u Otra Actividad Centros de Cuidado Infantil	
CFS-0059	Authorization to Administer Medication	Family
CFS-0059S	Autorización Para Administrar Medicamentos – Centros de Cuidado Infantil	Family
CFS-0060	Child Health Report – Child Care Centers	Family, Group
CFS-0060S	Informe Medico del Niño – Guarderías	Family, Group
CFS-0061	Intake for Child Under 2 Years – Child Care Centers	Family
CFS-0061S	Admisión Para Niños Menores de 2 Años – Guarderías	Family
CFS-0062	Child Care Enrollment	Family
CFS-0062S	Inscripción en el Servicio de Cuidado Infantil	Family
CFS-0063	Licensing Checklist – Group Child Care Centers	*
CFS-0069	Licensing Checklist – Family Child Care Centers	*
CFS-0078	Child Care Staff-to-Child Ratio Worksheet - Group Child Care Centers	
CFS-0104	School-Age Agreement – Child Care Centers	
CFS-0297	Request for Exception	
CFS-0460	Fire Safety & Emergency Response Documentation – Family Child Care Centers	
CFS-0543	Fire Safety & Emergency Response Documentation – Group Child Care Centers	
CFS-0865	Safety Self-Study Checklist – Child Care Centers	
CFS-1675	Child Record Checklist – Child Care Centers	
CFS-1675A	Staff Record Checklist – Group Child Care Centers	
CFS-2026	Staff Orientation Checklist – Group Child Care Centers	
CFS-2027	Volunteer Training Confirmation – Group Child Care Centers	
CFS-2048	Policy Checklist – Group Child Care Centers	***
CFS-2114	Continuing Education Record - Independent Reading / Video Viewing	
CFS-2241	Initial Licensing Checklist – Family Child Care Centers	**
CFS-2242	Initial Licensing Checklist – Group Child Care Centers	**
CFS-2255	Staff Orientation Checklist – Family Child Care Centers	Family
CFS-2261	Caregiver Background Check Substantially Related Investigation	
CFS-2344	Building Inspection Report – Child Care Centers	
CFS-2345	Health History and Emergency Care Plan	Family, Group
CFS-2345S	Plan Historial de Salud y Cuidado de Emergencia	Family, Group
CFS-2356	Policy Checklist – Family Child Care Centers	***
DMT-0025	Forms / Publications Requisition	Family, Group
DPH-4192	Day Care Immunization Record	
DPH-4192S	Registro de Immunizaciones para Guardería Infantil	
HFS-0064	Background Information Disclosure	Family, Group

* Only required as part of the license continuation application. It is supplied to the provider by the Department.

** Only required as part of the initial license application. It is supplied to the provider by the Department.

*** Only required when policies are revised and copies are submitted to the Department.